



## **SHPEP Program Assistant Job Description**

### **Position Summary**

The University of Nebraska Medical Center's Summer Health Professions Education Program (SHPEP) is a national program established by the Robert Wood Johnson Foundation. SHPEP is a free six-week residential summer enrichment program for first and second year college students interested in the health professions.

The Program Assistant for SHPEP is a student staff member that will provide administrative and logistical support for the SHPEP.

**Key Responsibilities:** data cleanup, identification and collection, data processing, and various administrative tasks.

### **Duties and Responsibilities:**

- (a) Assist with the development and ongoing maintenance of the SMDEP/SHPEP Alumni Database.
- (b) Assist with regular data entry, review, and cleanup to maintain overall data integrity of alumni contact information.
- (c) Provide assistance in the collection, analysis and interpretation of data
- (d) Assist with other projects and duties as assigned

### **Skills, Knowledge and Abilities:**

- Strong analytic, quantitative, and reasoning skills
- High proficiency with basic productivity tools and software (e.g., Microsoft Word, Microsoft Excel, Microsoft Access)
- Familiarity with database systems preferred
- Relevant experience in data analysis, knowledge of basic statistics preferred.
- Ability to work independently with limited direct supervision.

**Salary:** Based on qualifications

**Work hours:** Up to 10 hours per week during academic year.

**To apply please submit the following to [shpep@unmc.edu](mailto:shpep@unmc.edu):**

- A cover letter & resume highlighting relevant education, work experience, and activities.

**Deadline to apply:** February 5, 2018